

# End-of-Year Checklist

For Small Business Owners & Their Teams



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## Planning for the end of the year.

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For most business owners, the end of the year is a very busy time. Between potential sales pushes to meeting with the accountant to get financials closed out, there is a lot to accomplish in a short amount of time that also happens to be packed full of multiple popular holidays. So, we put together this handy printable checklist to help you prioritize and keep track of the tasks you and your team should complete to enter the new year prepared.

COMPANY NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

## Accounting

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- Run Key Financial Reports**  
Profit & Loss Statement, Cash Flow Statement, Balance Sheet
- Reconcile Accounts Receivable**  
Work to collect on any outstanding invoices before the start of the new year.
- Reconcile Accounts Payable**  
Do your best to ensure any payments due clear before January 1<sup>st</sup>.

## Human Resources

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- Finalize & Schedule Bonuses**  
It's important for bonuses and year-end incentives to clear before January 1<sup>st</sup>.
- Write & Circulate a Current Year Recap**  
Highlight the current year success and accomplishments with all of your employees.
- Review Payroll**  
Address all discrepancies and issue any necessary corrections.
- Prepare for ACA Compliance**  
Audit Employee Personnel Files, Benefits Package Examination
- Complete Employee Evaluations**  
If you conduct employee evaluations, this is a good time to distribute them.
- Order W2's & 1099's**  
Ensure you're prepared to file and distribute these documents in January.

COMPANY NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

## Information Technology

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- Backup Data & Files**  
Provide all employees with instructions for securely backing up their files.
- Perform Security Updates**  
Apply security patches and updates with employees out of the office for the holidays.

## Marketing

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- Schedule Holiday-Themed Campaigns**  
“Happy Holidays” and “Happy New Year” for Email Marketing and Social Media
- Send Out “Thank You” Emails**  
The end of the year is a great time to send “Thank You” emails to your customers.

## Miscellaneous

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- Review Your Business Insurance**  
Evaluate whether or not your current liability coverage is adequate for next year.
- Take a Break**  
You and your team have worked hard. Take some time to relax and recharge.



## How We Can Help?

UnBrokerage has created the first modern business insurance platform that enables businesses to purchase and manage their liability insurance online from anywhere. Our recommendation engine walks customers through the process of selecting the right insurance for their company, instantly quoting a monthly price that can be paid with a credit card, and intelligently matching the selection with the A-rated insurance carrier best suited to provide the coverage.

Interested in learning more? Feel free to give us a call at (404) 793-3374, email us at [hello@unbrokerage.com](mailto:hello@unbrokerage.com), or visit our website at [www.unbrokerage.com](http://www.unbrokerage.com).

